TTAC Application Information

Application Process

Process — Complete a TTAC Request as described below in the TTAC Request Requirements section and submit it to TTAC. Upon receipt, a confirmation that your submission was received will be mailed to you. The application will be reviewed, and you will be informed of an award determination within 4 weeks unless otherwise notified.

Administrative Requirements

To be considered for funding, submissions/applications must have the following:

P   A completed cover page *(see attached)*.
P   A TTAC Request narrative not to exceed six pages plus cover page. *(It is not necessary to submit a full six pages if the Request can be sufficiently addressed in fewer pages.)*
P   Submission on 8½- by 11-inch paper, single or double-spaced, single-sided, in standard 10-, 11-, or 12- point fonts.

Submission

Mail applications to the following address:

Office for Victims of Crime
Training and Technical Assistance Center
2277 Research Boulevard
Rockville, MD 20850

Please feel free to contact TTAC staff with any questions about the application process. TTAC staff can be reached as follows:

Telephone: 800–627–6872
E-mail: TTAC@ovcttac.org

TTAC Request Requirements

Each TTAC Request must address only one assistance area—technical assistance, training, or Speakers Bureau. *(Please review the descriptions of each assistance area provided with this application kit before completing your request.)* **To be eligible for consideration, each request must answer the following questions in the same order as presented in the chart on the next page.** List each question by number, followed by your answers. Requests that do not follow this format will be removed from the review process.

TTAC Request Requirements (continued)

Technical Assistance Application Questions

1. What is the problem or issue your agency faces? How have you determined that this is a problem or issue that needs to be addressed?
2. Can the problem or issue be addressed with existing resources? Explain.
3. What has your agency done to address this problem or issue?
4. What type of technical assistance (TA) will address the problem?
5. Please describe the audience for this TA (be sure to include job positions, disciplines, cultural issues, agencies).
6. What are your long-range plans and time table for implementing the outcomes (i.e., procedures, policies, skills, recommendations) of this TA?
7. What barriers or support exist that will affect implementation of your long-range plan?
8. What immediate results do you expect from the TA? In 6 months? In a year?
9. How do you plan to measure the success of the TA (quantitatively and qualitatively) in 6 months to a year?
10. In what time frame and where (city, county, State) would you like to receive the TA?
11. What expenses will you be covering (i.e., meals, lodging, transportation, and handout materials)?

12. Is there any additional information you would like to provide related to your request for TA?
13. Who has this request been coordinated with or supported by in your community?

Training Application Questions

1. Identify the training package you are interested in receiving.
2. What is the problem or issue your agency, organization, or community faces?
3. Why can the problem or issue not be addressed with existing resources?
4. What has your agency already done to address this problem or issue?
5. Describe the size of the audience and their background as it relates to this training.
6. What are your long-range plans for implementing the outcomes (i.e., procedures, policies, skills, recommendations) of this training?
7. What barriers or support exist that will affect implementation of your long-range plan?
8. What immediate results do you expect from the training ? In 6 months? In a year?
9. How do you plan to measure the success of the training (quantitatively and qualitatively) in 6 months to a year?
10. In what time frame and where (city, county, State) would you like to receive the training?
11. What expenses will you be covering (i.e., meals, lodging, transportation, and handout materials)?
12. Is there any additional information you would like to provide related to your request for training?
13. Who has this request been coordinated with or supported by in your community?

Speaker's Bureau Application Questions

1. Name of the meeting or event at which you would like a presenter/facilitator and the topic(s) to be addressed.
2. Identify the support that will be needed—presenting, facilitating, etc.
3. Dates, location (city, county, and State), time, and duration of event.
4. Describe the size of the audience and their background.
5. Describe the audience's level of knowledge on the topic(s) to be covered.
6. What expenses will you be covering (i.e., meals, lodging, transportation, and handout materials)?
7. Is there any additional information you would like to provide related to your request for Speaker Bureau support?
8. What are the expected outcomes of this event (i.e., follow on training, enhanced public awareness, etc.)?

Cover Page

Technical Assistance, Training, and Speakers Bureau TTAC Request

NOTE: All applicants must use this page as the cover of each submission of your TTAC Request.

Assistance Area:

❏   Technical Assistance   ❏   Training   ❏   Speakers Bureau

Name of Applying Agency: _____

Address of Applying Agency: _____

_____

_____

Contact Person: _____

Contact Telephone Number: _____

Contact Fax Number: _____

Contact E-Mail Address: _____

Is this the first TTAC Request you have submitted to OVC's TTAC?   Yes   No

Was this Request submitted previously to OVC's TTAC?   Yes   No
     If so, when? _____

_____   _____   _____
Agency's Executive Officer's Name   Signature   Date

Mail or Fax to: Office for Victims of Crime
         Training and Technical Assistance Center
         2277 Research Boulevard
         Rockville, MD 20850
         Fax: 301–519–5533